User Manual

Electronic Financial Reports (EFR)

Transaction Detail Report (TDR)

The University of Iowa

Accounting & Financial Reporting

08/27/2015

Section 1: Background Information

In this section, you will learn:

- General Information
- Related Policy – Monthly Review of Transactions & Accounts
- Related Information – Financial Sub-certification

General Information

The TDR, or Transaction Detail Report, is a monthly electronic report which provides revenue & expense transaction details by account (WhoKey). It requires *Account Reviewers* (see next section for definition) to electronically confirm that transactions have been reviewed & reconciled to available supporting documents. The report has functionality to drill down to many subsystems, including Cum Comp (Cumulative Compensation), the payroll system which maintains salary and fringe detail by employee. Finally, the TDR allows *Account Reviewers* and *Account Owners* (see next section for definition) to add comments to the report.

The TDR is electronically distributed to the "Electronic Financial Reports (EFR) Inbox" of *Account Owners*, *Account Reviewers* & *Secondary Reviewers* beginning with July 2010 reports. The "EFR Inbox" is accessed through Self Service. The TDR replaced the printed SA3 and TDS reports in the fall of 2010. Printed TDS reports will continue to be distributed until electronic summary reports are available.

Related Policy – Monthly Review of Transactions & Accounts

The Monthly Review of Transactions & Accounts Policy requires that financial transactions for each account (WhoKey) be reviewed and reconciled on a monthly basis. This is required in order to reasonably assure that financial information in these reports accurately reflects actual activity. Key roles that are critical to compliance with this policy are the *Account Owner*, *Account Reviewer* & *Secondary Reviewers*.

The ***Account Owner*** is the individual who has general decision making authority over the account and fiscal responsibility & accountability for the account. The Account Owner for non-grant accounts is typically the Departmental Administrator but may be delegated to a Business Manager, Financial Officer or Program Administrator. The Account Owner for grant accounts is

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the Principal Investigator. Research Administrators are not permitted to be the Account Owner. Specific responsibilities of the Account Owner are listed in the policy.

The ***Account Reviewer*** is the individual(s) reviewing the transactions and comparing them to available supporting documents. Specific responsibilities of the Account Reviewer(s) are listed in the policy. In addition to the Account Reviewer, up to two ***Secondary Reviewers*** may be assigned to an account. Please note that from an application perspective, there is no distinction in the responsibility or hierarchy of reviewers (i.e., Account Reviewers and both Secondary Reviewers all have the same level of responsibility).

Related Information - Financial Sub-certification

Deans, Vice-Presidents, Senior Fiscal Officers and certain central administration Directors are required to complete an annual Financial Sub-certification form consisting of 16 questions. The sub-certification process is intended to serve two purposes -- (a) to provide reasonable assurance of the underlying numbers in the University's financial statements, and (b) to provide reasonable assurance of a sufficient and effective internal control structure that can identify weaknesses in financial processes and systems. The 16 questions address topics related to (a) compliance with laws, regulations & contracts (b) prevention & detection of fraud (3) proper recording, classification & valuation of transactions and balances, and (a) adequate documentation & disclosure. Question #8 is specifically related to the TDR and inquires if the college or unit performs monthly review of general ledger transactions appearing in its financial reports.

Section 2: Related Applications

In this section, you will learn:

- How to access related applications
- How the Institutional Roles Application relates to the TDR
- How the WhoKey Administration Application relates to the TDR

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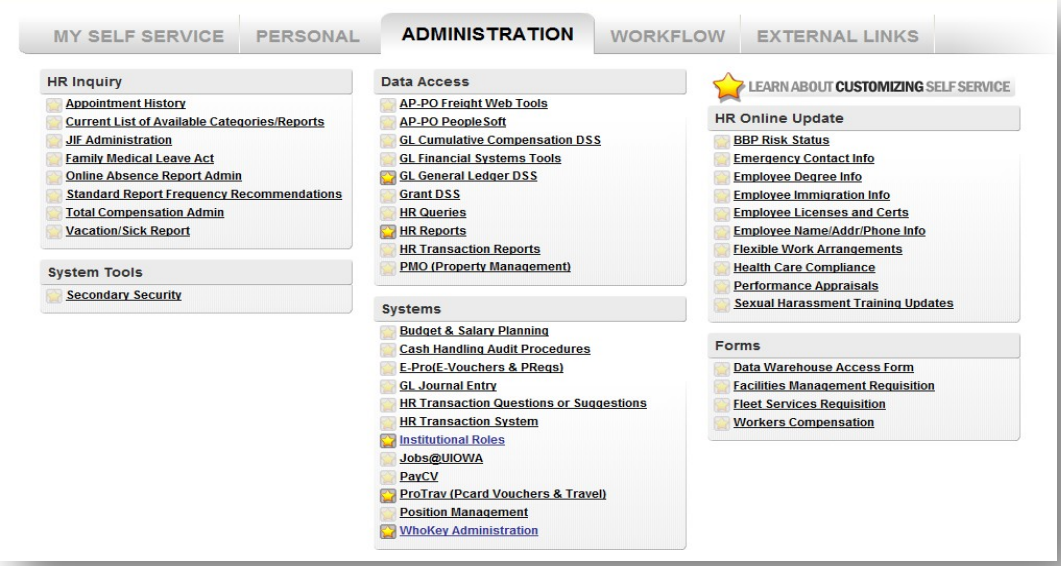
Accessing the Applications

The *Institutional Roles* & *WhoKey Administration* applications are accessed through Self Service (Administration tab, Systems section):



Every org-level Budget Officer will have automatic access to the Institutional Roles Application – this is assigned by the Controller's Office. After this, access is granted by assigning additional roles as described below.

Institutional Roles Application

The Institutional Roles Application is an HR-IMFO application developed to maintain roles assignments for various functions across campus. We will focus on these three roles:

Budget Officer role – The Controller's Office assigns a Budget Officer for each org unit. Budget Officers will be able to access the WhoKey Administration application for all WhoKeys within their org.

Departmental Administrator role – The assigned Budget Officer for each org may assign a Departmental Administrator for each department within his/her org. Departmental Administrators will be able to access the WhoKey Administration application for all WhoKeys within their department.

Sub-department Administrator role - The assigned Budget Officer for each org may assign a Sub-departmental Administrator for each sub-department within his/her org. Also, the assigned

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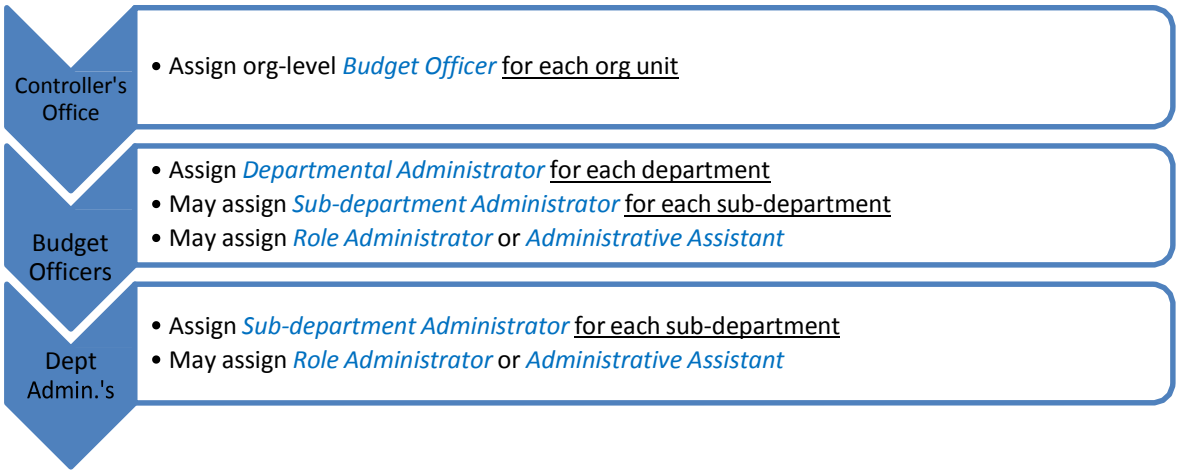
Departmental Administrator for each department may assign a Sub-department Administrator for each sub-department within his/her department. Sub-department Administrators will be able to access the WhoKey Administration application for all WhoKeys within their sub-department.

Role Administrators & **Administrative Assistants** can also be assigned by the individuals above. These roles are defined as follows:

Role Administrators may administer assignments within the Institutional Roles Application itself but cannot perform other functions of the Role.

Administrative Assistants can perform any function of the Role, including actions within the Institutional Roles Application and other actions in HR and Financial Systems (such as the WhoKey Administration Application).

Below is a graphical summary of the assignments that can be made by each role within the Institutional Roles application:



WhoKey Administration Application

The WhoKey Administration Application is a financial systems application developed to maintain information about accountability for all open accounts (WhoKeys). The following actions are available in the WhoKey Administration application:

- ✓ Assign *Account Owner* for each WhoKey – This required role can be assigned by *Sub-department Administrator*, *Departmental Administrator* & *Budget Officer* within the account structure.

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- ✓ **Exception**: *Account Owners* for all Fund 500 & 510 accounts are assigned only by Grant Accounting.
- ✓ Assign Account Reviewer for each WhoKey – This required role can be assigned by Account Owner, Sub-department Administrator, Departmental Administrator & Budget Officer within the account structure.
- ✓ **Exception:** *Account Reviewers* for all Fund 900 accounts are assigned to the Capital Assets Management.
- ✓ Assign up to two *Secondary Reviewers* for each WhoKey – This optional role can be assigned by *Account Owner, Sub-department Administrator, Departmental Administrator* & *Budget Officer* within the account structure.
- ✓ Document the Account Purpose of each WhoKey
- ✓ Request Account Closures by WhoKey
- ✓ This action can be performed by any of the roles above and will send an automated email to the appropriate staff in Accounting & Financial Reporting or Grant Accounting.
- ✓ Account closure is typically complete within a few days of the request.

Account Owners and Account Reviewers must be assigned by the last day of the month in order for those individuals to receive the TDR email notification for that accounting period. Newly assigned individuals will be able to see existing TDR's for the current fiscal year in their EFR inbox immediately.

Section 3: EFR Inbox

In this section, you will learn about:

- General Information
- Setting Preferences
- Inbox Refinements
- WhoKey Assignments Section
- TDR Ad Hoc Search
- Administrative Reports
- Voluntary Subscriptions Section

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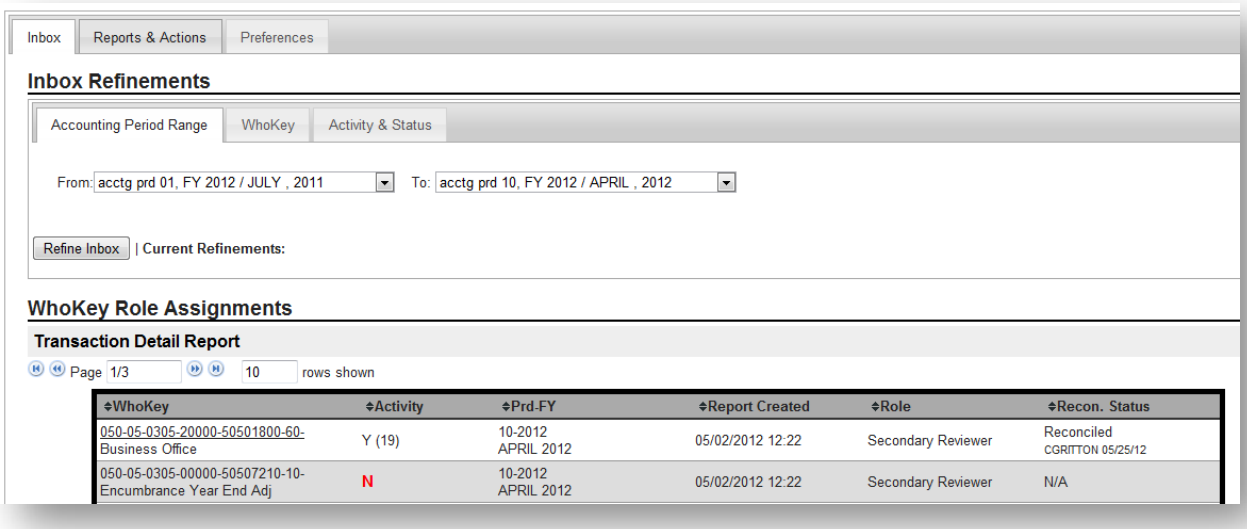
General Information

The EFR Inbox (Electronic Financial Reports Inbox) is accessed through Employee Self-Service ("Administration" tab). The following groups of people will have a link to EFR in Self Service:

1. Employees who are assigned as *Account Owners* or *Account Reviewers* in the WhoKey Administration application. These individuals will see the TDRs for WhoKeys they are assigned.

2. Employees who have online GLDSS access. These individuals may or may not have assigned roles for WhoKeys, but they can run ad-hoc TDR reports through a link in the EFR Inbox.

The employees in the groups described above may also self-subscribe through the ***Voluntary Subscriptions*** feature. Below is a screenshot of the EFR Inbox.



Setting Preferences

You may use the "Preferences" section to turn on or off the following features:

Notifications:

- Have a monthly email notification sent to you when the TDR reports are available.
  Have an email notification sent to you when others make comments on a TDR report for which you are an assigned Account Owner or Account Reviewer.
- Turn on/off email notification when you comment on a report that you own or review.
- Receive email when a Voluntary Subscription is created for TDR that you own.

Defaults:

- Designate how many fiscal periods of reports you want to view in your EFR Inbox.
- Define how many rows of assigned TDR o show in your inbox. (Default is 10)

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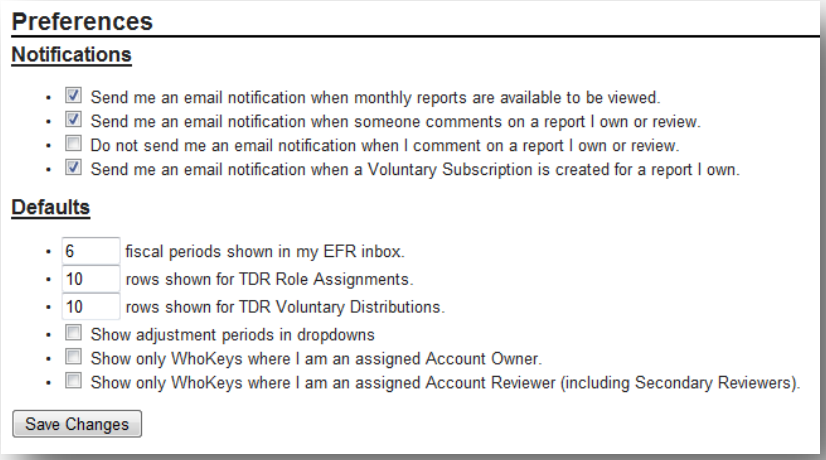
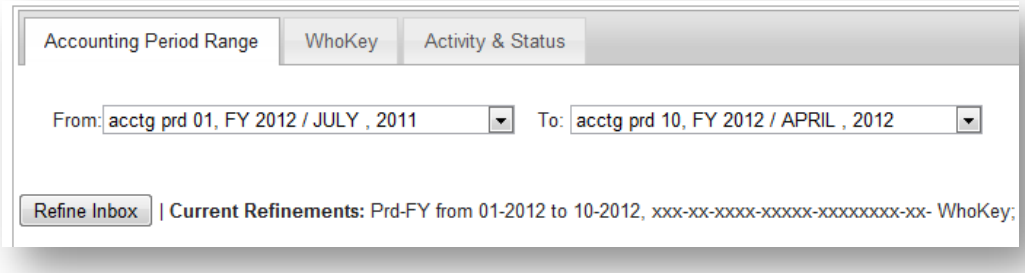
- Define how many rows of Voluntary Subscriptions to show in your inbox. (Default is 10)
- Show adjustment periods in dropdowns
- Show only WhoKeys where I am an assigned Account Owner.
- Show only WhoKeys where I am an assigned Account Reviewer (incl. Secondary Reviewer).

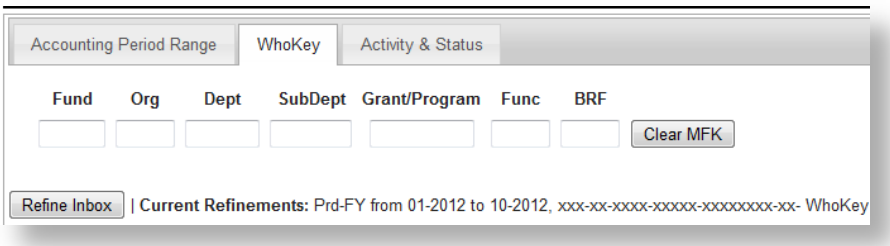


Inbox Refinements

You can refine the list of reports in your inbox by using the three tabs in this section. The "Accounting Period Range" tab allows you to define the starting and ending periods to show in the list:



The "WhoKey" tab allows filtering your list by any WhoKey element:



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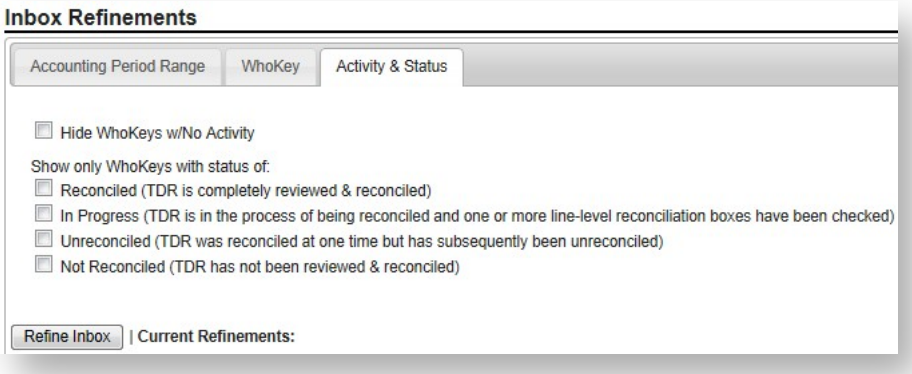
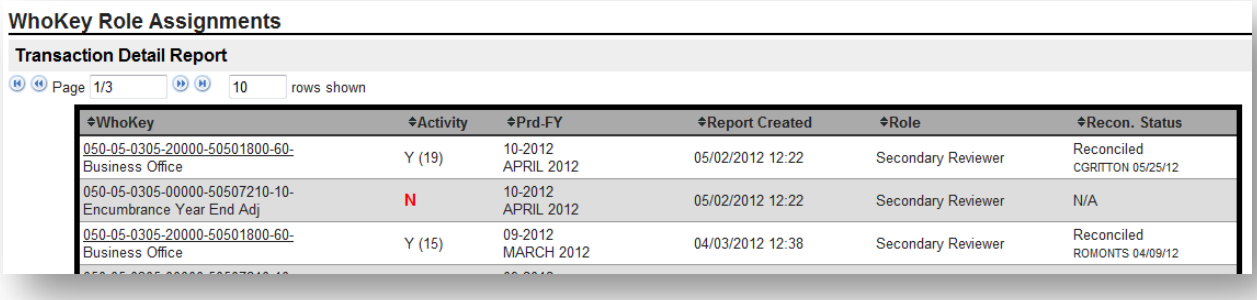
The "Activity & Status" tab provides filtering options for your inbox. A monthly TDR report will not be created if there is no activity (transactions) for an accounting period. However, the EFR Inbox will still list all of your WhoKeys even if there are no transactions for the month. To hide WhoKeys for which there is no activity for any given period, select this checkbox and then press the "Refine Inbox" button. To filter your inbox by the report status (Reconciled, In Progress, Unreconciled and/or Not Reconciled) check the desired status box or a combination of status boxes.



WhoKey Assignments Section



WhoKey	Activity	Prd-FY	Report Created	Role	Recon. Status
050-05-0305-20000-50501800-60-Business Office	Y (19)	10-2012 APRIL 2012	05/02/2012 12:22	Secondary Reviewer	Reconciled CGRITTON 05/25/12
050-05-0305-00000-50507210-10-Encumbrance Year End Adj	N	10-2012 APRIL 2012	05/02/2012 12:22	Secondary Reviewer	N/A
050-05-0305-20000-50501800-60-Business Office	Y (15)	09-2012 MARCH 2012	04/03/2012 12:38	Secondary Reviewer	Reconciled ROMONTS 04/09/12

The "WhoKey Assignments" section of the EFR Inbox shows TDR reports for WhoKeys that you are an assigned *Account Owner* or *Account Reviewer* and identifies which of these roles you are assigned. You may choose how many rows of reports you want to view per page and sort by any of the following columns that are included in the Inbox:

WhoKey – The WhoKey for which you are an assigned Account Owner or Account Reviewer.
Activity – Shows "Y" if there are transactions during the month or "N" if there are none.
Prd-FY – The fiscal period and fiscal year.
Report Created – The date and time the TDR was created.
Role – Shows if you are an "Owner", "Reviewer" or "Secondary Reviewer" for the WhoKey.

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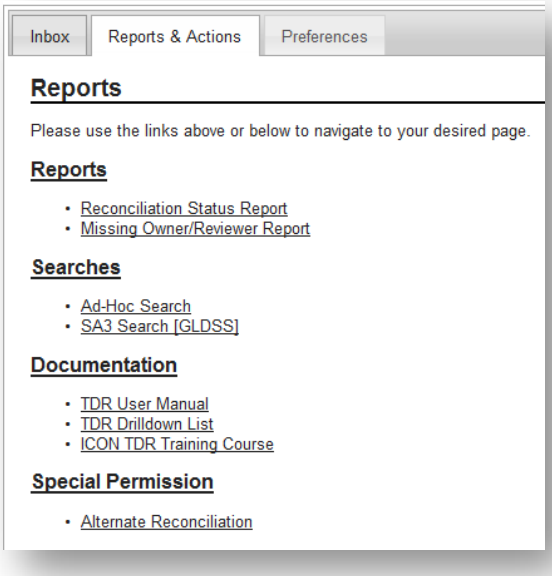
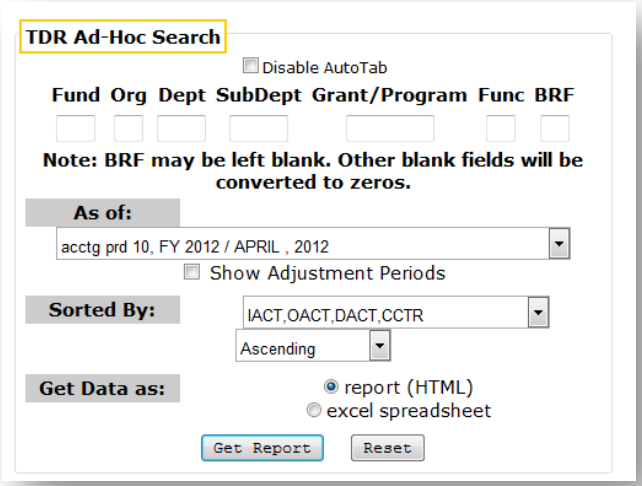
Recon. Status – Shows the reconciliation status as *Not Reconciled*, *In Progress*, *Reconciled*, or *N/A* (if no transactions). If reconciled, the Hawkid of the reconciler and the date are displayed. As described above, you can filter your list by report status under the "Activity & Status" tab.

Reports & Actions: TDR Ad-Hoc Search

At the top of the EFR Inbox, the navigation tab titled "Reports & Actions" will take you to this list:



Clicking on the "TDR Ad-hoc Search" link will bring up the screen where you will enter the WhoKey chartfields, accounting period, sorting preference and report extract type (HTML or Excel). After entering/selecting the data, click the "Get Report" button:



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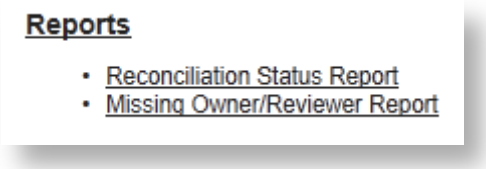
NOTE: You may select on the TDR Ad-Hoc Search screen whether you want adjustment periods in the dropdown list to be shown or not. Check the box to show adjustment periods:

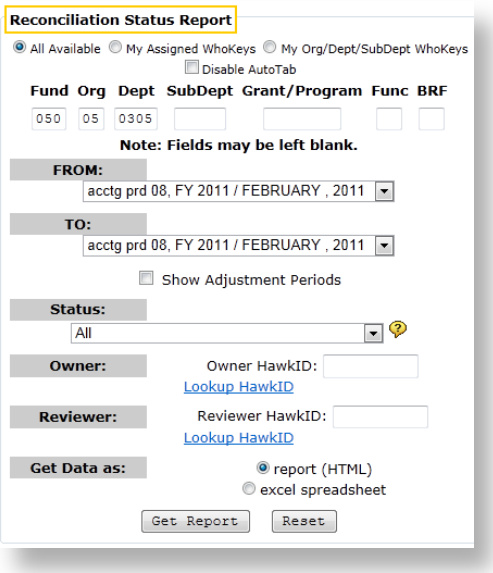
Un-check the box to not show adjustment periods. You may also choose to globally show or hide adjustment periods in dropdowns by selecting that option in the "Preferences" section of the EFR Inbox.

Reports & Actions: Administrative Reports

From the "Reports & Actions" tab of your EFR Inbox, under the section "Reports", you will see the two report options shown below.



The **Reconciliation Status Report** allows you to query by WhoKey elements, a range of accounting periods, reconciliation status, owner and reviewer. After defining your query, click on "Get Report" to view the report online or download the data to an Excel file.



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Reconciliation Status Report

As of Wednesday, June 06, 2012

Back to Form

Refinements

Type: All Whokeys

Whokey: 050-05-0305-xxxxx-xxxxxxxx-xx

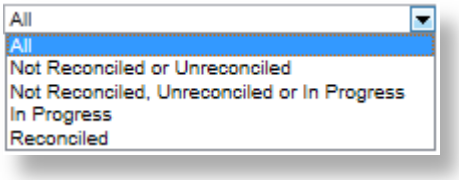
Accounting Period Range: 08-2011 to 08-2011

Status: All

WhoKey	Prd-FY	Owner	Reviewer	Secondary Reviewer	Reconciliation Status	Reconciliation Date	Reconciler Name
050-05-0305-00000-61212380-70- 111 Church Purchase	08-2011	BENEY,DAVID R	BENEY,DAVID R		Reconciled	03/11/2011	BENEY,DAVID R
050-05-0305-80000-50501800-60- Business Office	08-2011	HOLLINS,GEORGE	FOUNTAIN,CATHRINE J W		Reconciled	03/21/2011	FOUNTAIN,CATHRINE J W
050-05-0305-10000-50501700-60- Sponsored Research Admin G E	08-2011	JOHNSON,TERRY L	BECK,KATHLEEN M	TALLMAN,SARAH S	Reconciled	03/03/2011	FISHER,KRISTA N

NOTES for criteria that may be entered as options:

- ✓ You may leave the default of "All Available" for accounts to be retrieved that meet the other criteria entered, or select "My Assigned Whokeys" or "My Org/Dept/SubDept WhoKeys".
- ✓ You may enter any individual chartfield or combination of chartfield elements that you have a business need to review.
- ✓ You may enter any single accounting period/fiscal year or range of accounting period/fiscal year.
- ✓ You may choose to show or not show adjustment period/fiscal year in the dropdown and corresponding report data that is retrieved.
- ✓ You may choose one of the following status':



NOTE: the selection "Not Reconciled, Unreconciled or in Progress" will retrieve a report for all status' that are something other than "Reconciled".

- ✓ You may choose to enter the HawkID of the Owner, Reviewer or both by typing in a valid HawkID or clicking on the "Lookup HawkID" link and typing in the University ID or HawkID or Last Name or Last Name & First Name.

The **Missing Owner/Reviewer Report** provides a current list of WhoKeys with missing owners or reviewers for the selected account criteria. Fill in the desired WhoKey elements to seach by and click "Get Report" to view the list or download it to an Excel file.

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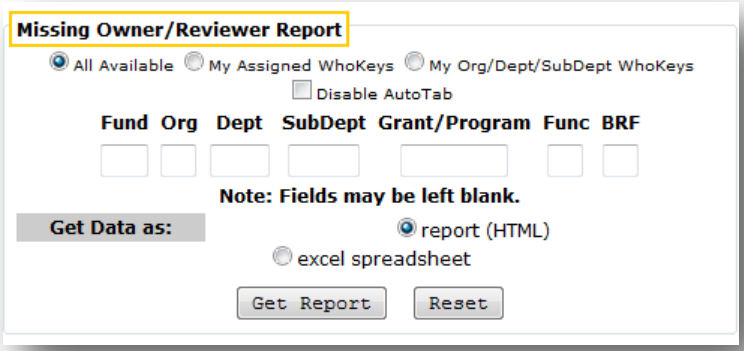
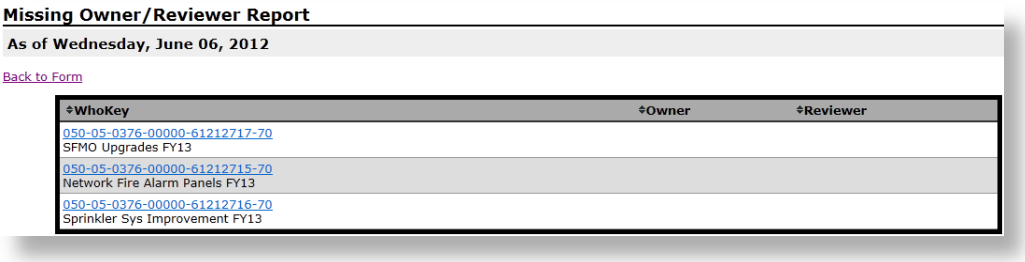




NOTE: Clicking on the "Back to form" link will return you to the previous search page.

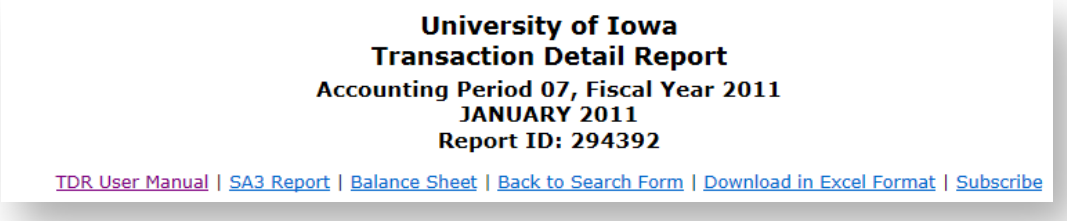
Voluntary Subscriptions Section

The "Voluntary Subscriptions" section of the EFR Inbox shows the list of WhoKeys for which you have voluntarily subscribed. Users can sign up to receive TDR's for specific WhoKeys for which they are not assigned as an *Account Owner* or *Account Reviewer*. Please follow the steps below:

1. Determine which WhoKey TDR you want to subscribe to.

2. Open the TDR for the WhoKey via the "TDR Ad-Hoc Search" (described above).

3. After the TDR displays, click the link titled "Subscribe" at the top of the report.



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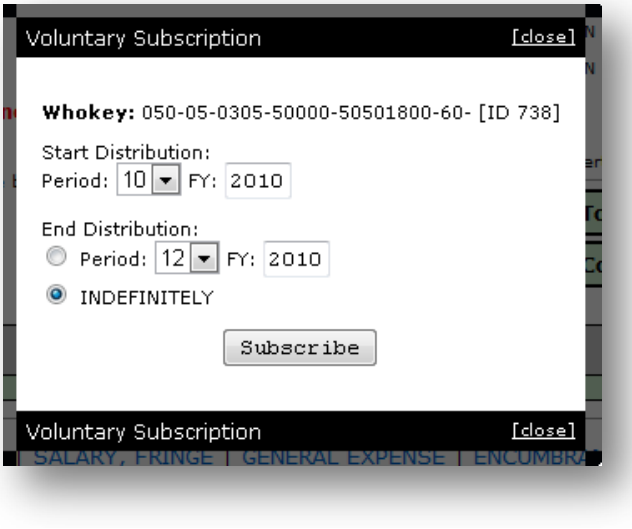
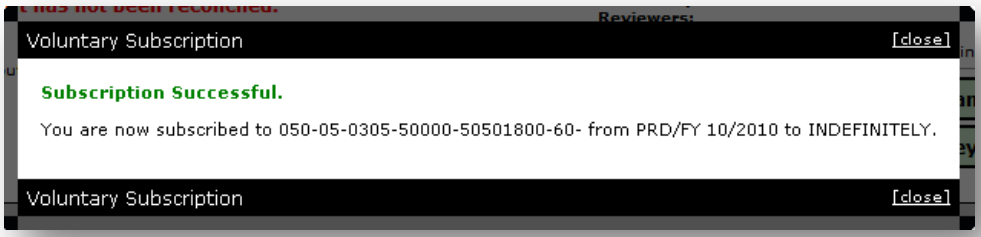
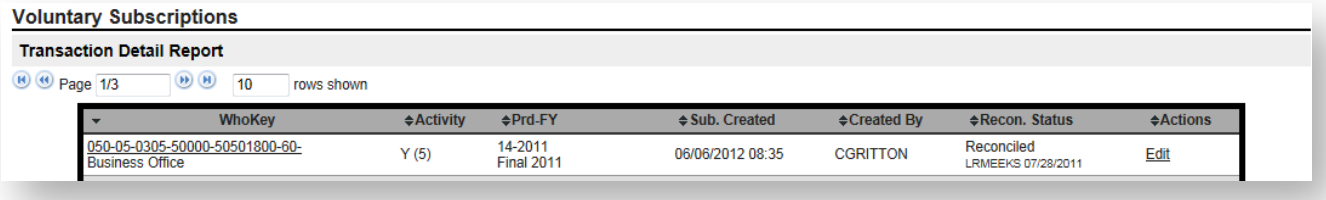
4. The screen below will require you to designate the starting & ending period for the subscription. You may also subscribe indefinitely. After completing this information, click on the Subscribe button.



A message similar to the one below will display.



You should now see the WhoKey listed in the Voluntary Subscriptions section of your EFR Inbox:



To unsubscribe to a TDR for which you have signed up via Voluntary Subscriptions, click on the "edit" link in the last column titled **Actions**. You will see the following:

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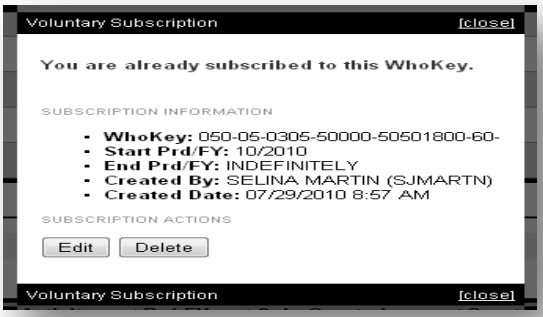

At this point, you may click the "Edit" button to change the subscription period or "Delete" button to end your voluntary subscription to this TDR.

Please Note: When you subscribe to an account, the WhoKey Owner will be notified by email of the voluntary subscription.

Section 4: Transaction Detail Report (TDR)

In this section, you will learn about:

- Report header
- Report categories
- Report columns & sorting
- Drilling down to subsystem details
- Viewing additional transaction details
- Adding comments - transaction level & report level
- Making correcting entries
- Reconciliation Indicator – transaction level (optional)
- Reconciliation Indicator – WhoKey level (required)
- Reconciliation expectations
- Downloading to Excel

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Report Header

The top of the TDR will show the Accounting Period & Fiscal Year. The left side of the report header will include all of the chartfield elements and their descriptions: Fund, Org, Dept, Subdept, Grant/Program, Function and BRF. The right side the header will show the full WhoKey elements, description, status, names of Account Owner, Reviewer & Secondary Reviewers and Purpose. Below is an example of a Report Header:

Report Categories

All revenue & expense transactions on the TDR will fall into one of the following report categories:

- ✓ Revenue
- ✓ Allocations
- ✓ Other Additions
- ✓ Grant Bal-Fwd Indirect
- ✓ Salary & Fringe
- ✓ General Expense
- ✓ Equipment
- ✓ RR&A
- ✓ Other Deductions
- ✓ Encumbrances

In most cases, you will not have transactions in every report category. For the categories where transactions exist, you can go directly to that category on the TDR by clicking on the appropriate link in the "Go To" section.

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Go To: | SALARY, FRINGE | GENERAL EXPENSE | ENCUMBRANCES |

You may collapse the TDR to show only total amount by report category and then expand it again to show all transaction details by using the buttons below:

Collapse All Sections | Expand All Sections

The report header also includes a feature to go directly to the bottom of the TDR to display Grand Totals & Account Balances. Just click on this button:

Grand Totals & Account Balance

Report Columns & Sorting

The following columns are shown on the TDR:

IACT – Institutional Account. The institutional account is the primary accounting element in the Master File Key. This element identifies revenues, expenses, assets, liabilities and fund balances. For additional details, visit the Accounting Code Manual.

OACT – Organizational Account. A sub-element to the institutional account which is defined by the org units which use them. The organizational account may be used by an organizational unit to break down the institutional account into greater detail. For additional details, visit the Accounting Code Manual.

DACT – Departmental Account. The departmental account may be used by a department to further breakdown the institutional account and the organizational account (if utilized) in greater detail. For additional details, visit the Accounting Code Manual.

CCTR – The cost center element will be used to indicate if it is identifying building codes, faculty codes or open access numbers. For additional details, visit the Accounting Code Manual.

Journal ID – Unique identifier of journals that have posted to the General Ledger.

Amount – Dollar amount of the transaction.

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Eff Dt – The date on the journal header or journal date.

SLID/SLAC – Free-form field most commonly used to reference job numbers from Facilities Management and other re-charge centers or coding practices established within departments when requesting Accounts Payable vouchers.

User ID – The HawkID of the individual who submitted the journal entry. User ID is captured for various journals, including PeopleSoft GL, WebCV, PayCV, GLJE, Pcard, eDeposit and ProTrav. For the numerous journals generated by campus feeder systems that do not carry a User ID, a contact resource is provided on the Accounting & Financial Reporting web site at: http://afr.fo.uiowa.edu/files/afr.fo.uiowa.edu/files/journalid_list_feeders_new.pdf.

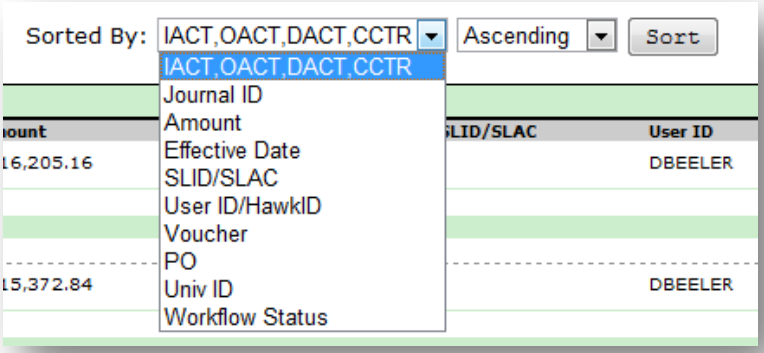
Voucher – Voucher information. Use this link to drill down to view Voucher Summary window which includes voucher details and workflow approval history.

PO – Purchase Order. Use this link to drill down to purchase order details.

Univ ID – Most commonly used for recording the Univ ID for employees on selected payroll transactions or for students on loan or scholarship transactions.

Wf – Workflow indicator. This column will show a "Y" (Yes) if the transaction has gone through the Workflow approval process. Click on the "Y" to drill down to the workflow transaction and approval history details. The column will show a "N" (No) if the transaction has not gone through the Workflow approval process.

There are 10 options to sort the columns on your TDR. Click on the "Sorted By" drop down box to view the options and then choose Ascending or Descending.



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Drilling Down to Subsystem Details

TDR-only available drill downs

The TDR allows you to drill down to the following subsystems that are only available through the TDR:

- ✓ **Cum Comp** (Cumulative Compensation) by WhoKey and by IACT that includes employee level detail for all salary & fringe transactions
- ✓ **Payroll encumbrance** by IACT that includes employee level detail for all salary & fringe encumbrance transactions
- ✓ **Facility Focus** (Facilities Management work order system)
- ✓ **MARS** (scholarships/Accounts Receivable system – drill for FIRE, amount billed, amount paid and bad debts transactions)
- ✓ **PeopleSoft Inventory systems** (General Stores, Biochemistry Stores, UIHC Central Sterilizing Stores, College of Dentistry, College of Pharmacy, UIHC Processed Stores, UIHC Pharmacy, UIHC Pharmacy Vault, University Housing, Biomedical Research Stores, DeGowin Blood Center Blood Bank, DeGowin Blood Center Tissue Bank, DeGowin Blood Center Donor Collections, DeGowin Blood Center Patient Services, DeGowin Blood Center HPC Section, State Hygienic Lab Iowa City, State Hygienic Lab Ankeny & more to come in the future)
- ✓ **Central Mail** (Bulk Mail, Metered Mail)
- ✓ **Web Budget** allocations
- ✓ **Workflow routing** transaction and approval history details

Information on Cum Comp and Payroll encumbrance drill downs

Cum Comp & payroll encumbrance security - All employees who have an assigned *Owner* or *Reviewer* role will be allowed to view Cum Comp detail and payroll encumbrance detail for their WhoKeys even if they do not have current access to the Cum Comp or HR reports subsystems. Please note the following distinction:

- If an Owner/Reviewer **does not** have current access to Cum Comp or HR reports, he/she will have access to underlying Cum Comp and payroll encumbrance detail for the summarized payroll expense and encumbrance entries in the TDR, but **only for his/her assigned WhoKeys.**

- If an Owner/Reviewer **does** have current access to Cum Comp or HR reports, he/she will have access to Cum Comp and payroll encumbrance detail in the TDR for **any WhoKey**.

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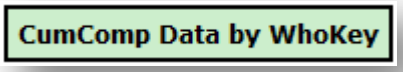
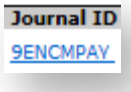
You may drill down to Cum Comp detail in two ways:

- ✓ To view detail of salary & fringe for the entire WhoKey, click on the button below. A pop-up screen will display all original and correcting transactions for salary & fringe detail by employee for the current period and fiscal year-to-date and a grand total for salary & fringe.



- ✓ To view detail of salary & fringe for an IACT, click on the IACT button below. The same pop up screen as by WhoKey will be displayed with only the data for that particular IACT:

You may drill down to payroll encumbrance detail to view salary & fringe encumbrance activity by employee for the current period by Institutional Account by clicking on the Journal ID value of "9ENCMPAY" as follows:



A pop-up screen will display salary & fringe encumbrance detail by employee for that period's journal. An excel download feature is also available through the pop-up screen.

TDR and SA3 drill downs

The TDR allows you to drill down to all of the subsystems that are available through the SA3, which include the following:

- ✓ ProTrav (pCard transactions, TEV, cash advances)
- ✓ APPO (PeopleSoft vouchers, direct/auto replenish POs)
- ✓ eDeposit (eDeposit vouchers)
- ✓ WebCV

The TDR has and will continue to be enhanced so that you can drill down to more subsystems.

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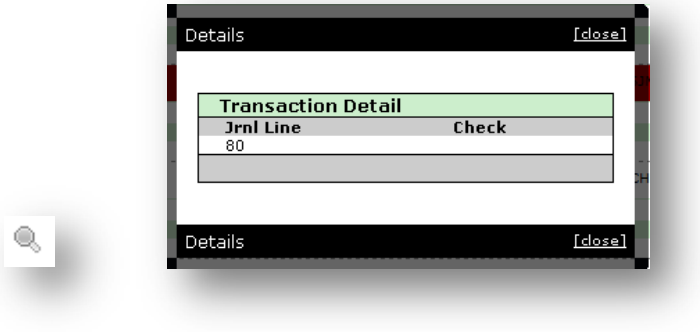
Viewing Additional Transaction Details

Additional details are available for each transaction by clicking on the magnifying glass icon next to each transaction. Currently the details include the journal line # and check # (if applicable).

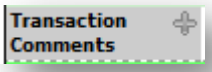


Adding Comments – Transaction Level & Report Level

Account Owners, Account Reviewers & Secondary Reviewers can add comments in two ways:

1. Add a comment for a specific transaction

- ✓ Click on the "**+**" sign Transaction Comments button:



- ✓ A pop-up window will allow you to add comments

2. Add a comment for the entire TDR

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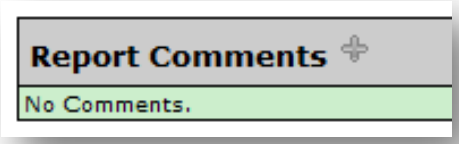
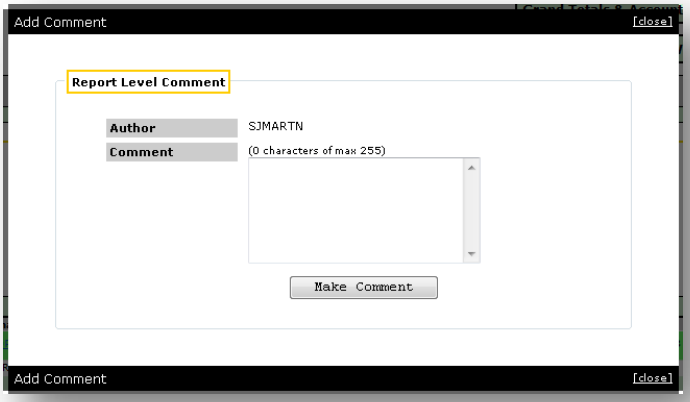
- ✓ Click on the "+" sign Report Comments button:



- ✓ A pop-up window will allow you to add comments

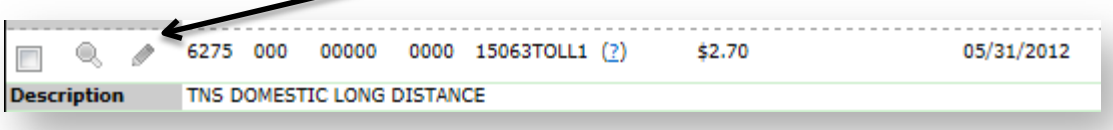


All comments are stamped with the user's HawkID as well as date and time that the comment is submitted. Comments can be removed by clicking on the word Delete on the right side of the page. All comments are viewable to anyone who views the TDR through WhoKey assignments, voluntary subscription or ad-hoc search.

Making Correcting Entries (WebCV)

Correcting entries (WebCV) for non-payroll transactions may be made in two different ways:

1. Through the monthly TDR – simply click on the "pencil" icon next to the transaction and a pop-up window will allow you to correct the entry:



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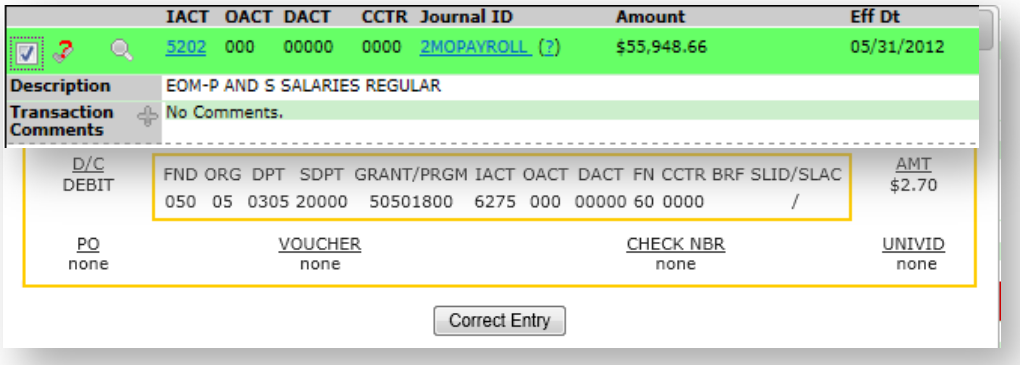
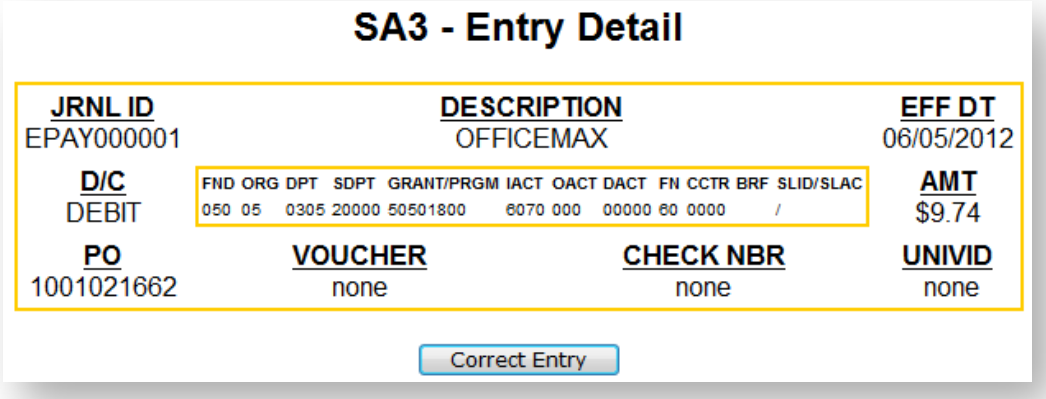


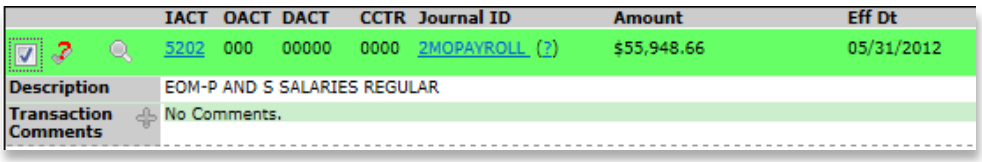
2. Through the SA3 daily report (GLDSS Reports) – same functionality available today. The SA3 will continue to be available through Self Service until a daily version of the TDR is developed.



NOTE: you must have separate WebCV security to have access to the "correct entry" button to complete entries, regardless of whether going in through the TDR or daily SA3.

Reconciliation Indicator – Transaction Level (Optional)

Transaction level (or line level) reconciliation is **optional** – it is available only for your convenience if you find it helpful. To mark a transaction as having been reviewed, simply check the box in the left hand side of the transaction information. When you check the box, the line for that transaction is highlighted bright green.



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This will allow you to review/reconcile some transactions, and then return to the TDR another time and know the status of the reconciliation. This feature may be especially helpful for those WhoKeys with *Secondary Reviewers*. Each transaction level reconciliation (when you check the box) is stamped with the user's HawkID, date, time and status of "reconciled".

If you have reconciled the transaction in error, you may un-reconcile it by simply un-checking the box in the left hand side of the transaction information. This activity is also stamped with the user's HawkID, date, time and status of "unreconciled" in red and is displayed when you do a mouse-over on the check box that has a red question mark over it:

Transaction Level Reconciliation Exceptions

Certain TDR transactions are generated by central systems & processes and provide no supporting details of the charges to the Account Owners & Reviewers. As a result, Account Owners & Reviewers are not required to verify the exact accuracy of these transactions. The transactions still appear in the applicable TDRs but the line level reconciliation checkbox has been removed. In addition the line level comment next to the following system transactions has been populated as follows, to indicate that a central functional area is responsible for verifying the validity of these transactions:

- ✓ BuildUI journals → "Project-related expenses are reconciled monthly by Facilities Management staff."
- ✓ Pcard reversal journals → "Pcard reversal journals do not need to be reconciled and are not allowed to be corrected. The purpose of these transactions is to reverse the corresponding Pcard default journal."
- ✓ Pcard default journals → "Pcard default journals do not need to be reconciled and are not allowed to be corrected. The purpose of these transactions is to charge the Pcard holder's default MFK and the corresponding Pcard reversal journal."

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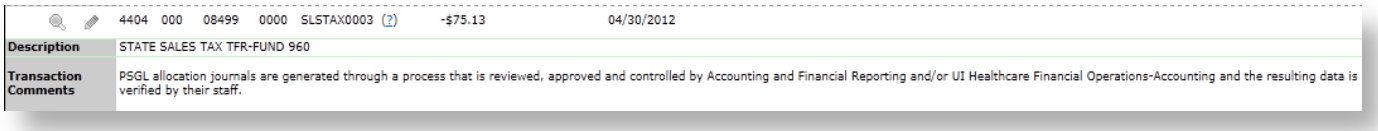
- ✓ TTI journals → "TTI journals are generated through a process that is reviewed, approved & controlled by Accounting & Financial Reporting and the resulting data is verified by Accounting & Financial Reporting staff."
- ✓ Allocation journals → "PSGL allocation journals are generated through a process that is reviewed, approved & controlled by Accounting & Financial Reporting and/or UI Healthcare Financial Operations-Accounting and the resulting data is verified by their staff."

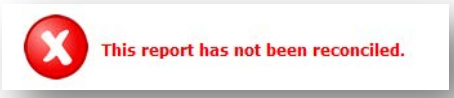
NOTE: allocation transactions include journals such as sales tax accrual, construction-in-progress additions & adjustments, additions & adjustments for deferred revenue and prepaid expense, financial reporting eliminations, and others that are controlled by Accounting & Financial Reporting as well as journals impacting UI Healthcare central and departmental accounts for overhead, financial reporting eliminations, expense/revenue transfer, cash & A/R sweep, and others that are controlled by UI Healthcare Financial Operations-Accounting.

Example of line level transaction box removed and comment auto-populated:



Reconciliation Indicator – WhoKey Level (Required)

WhoKey level (or report level) reconciliation is **required**. When a report is not reviewed or reconciled, you will see the following message at the top of the TDR:



After you review the transactions for your WhoKey(s), please mark the TDR as reconciled. If there are Secondary Reviewers for an account, coordination and planning will need to occur to determine who is responsible for the final WhoKey-level reconciliation. To mark the entire WhoKey TDR as reconciled, click on "Transactions have been reviewed and appropriate actions have been taken".

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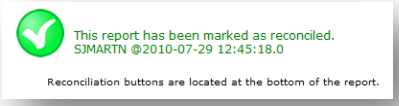
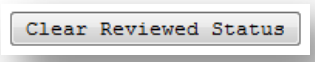
After you have done this, the message at the top of the TDR will indicate that the report is reconciled and will include the user's HawkID and date & time of reconciliation. This action will also change the reconciliation status to "Reconciled" in the EFR Inbox.



If you have reconciled the report in error, you may un-reconcile it by clicking on the "Clear Reviewed Status" button. This activity is also stamped with Hawk ID, date & time.



Reconciliation Expectations

The Monthly Review of Transactions & Accounts Policy requires that financial transactions for each account (WhoKey) be reviewed and reconciled on a monthly basis. This is required in order to reasonably assure that financial information in these reports accurately reflects actual activity. At this time, there is no systematic cut-off period that requires reconciliation to be completed within a certain time period. This means, for example, that the system currently allows you to reconcile the August TDR in October or November. However, it is strongly recommended that you review and reconcile your accounts on a timely basis. Budget Officers, Departmental Administrators & Sub-department Administrators should make use of the Administrative Reports described above to monitor the reconciliation status of their WhoKeys.

Downloading to Excel

You may download the TDR to Excel by clicking on the link below the header, displayed below:

Questions & Contact Information

If you have questions about the TDR or EFR Inbox, please send an email to as-efr@uiowa.edu.

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